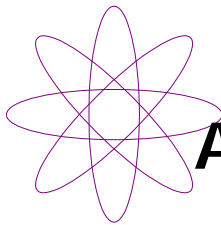
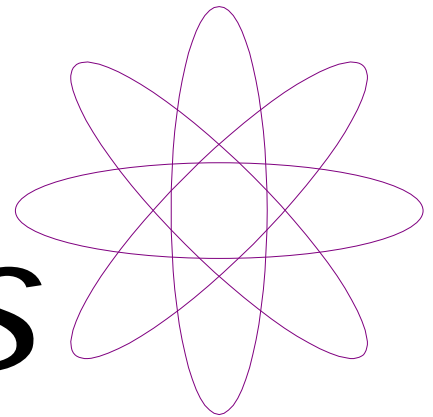
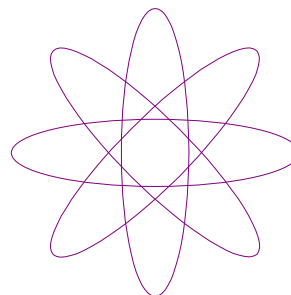


CStars



**Additional Training Material
Making An Adobe PDF
(Portable Document Format)
File**



Creating a PDF (portable document format) File from C*

Check to see that your preferences are set to print to Microsoft Word, page 45

1. Print your document to WORD

The screenshot shows a Microsoft Word window titled 'W Microsoft Word - sfSA1000246'. The document is a form titled 'ORDER FOR SUPPLIES OR SERVICES'. The form contains various fields for order information, including contract numbers, dates, and addresses. The status bar at the bottom indicates 'Page 1 Sec 1 1/13 At 0.4" Ln 1 Col 1'.

Figure 1

2. Select all text
 - a. Edit
Select
All
 - OR
b. Control
A

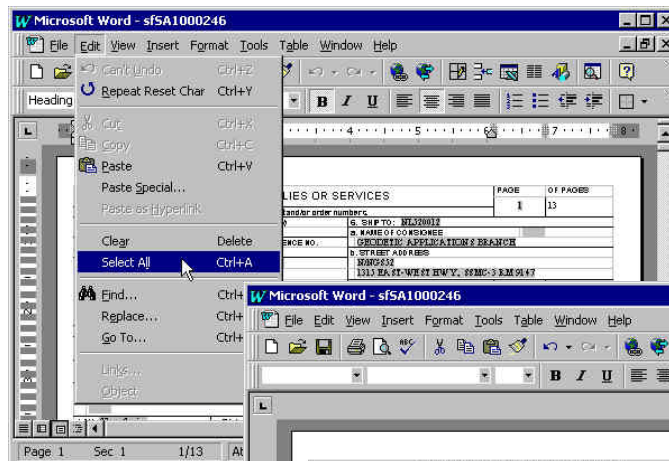


Figure 2

The screenshot shows the same Microsoft Word window as Figure 1, but with all the text in the 'ORDER FOR SUPPLIES OR SERVICES' form selected. The status bar at the bottom indicates 'Page 1 Sec 1 1/13 At Ln Col'.

Figure 3

- Click COPY button or EDIT Copy or Control C

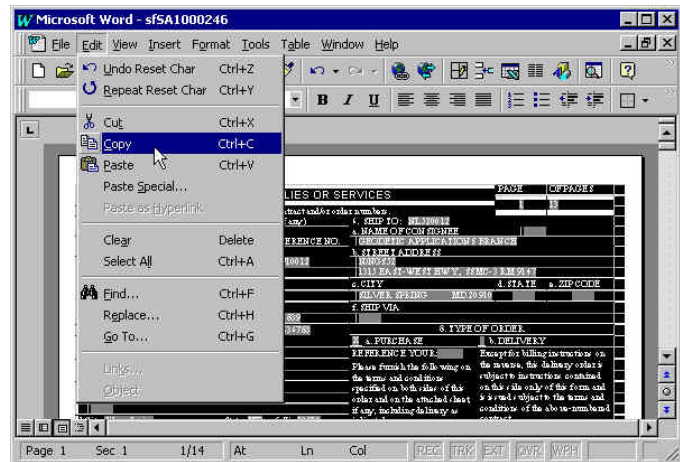


Figure 4

- Open a BLANK Microsoft WORD (Figure 6) file from your START button (Either click NEW Microsoft Document, or Start Microsoft WORD (Figure 5))

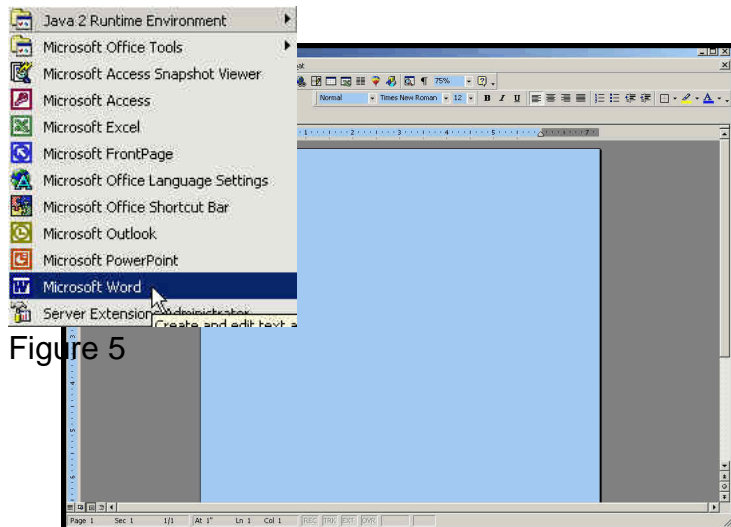


Figure 5

- Paste the file using either the PASTE button or Edit Paste or Control V

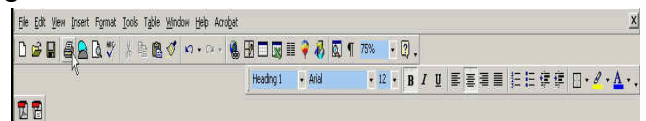


Figure 8

- After the document has been pasted into Word on your computer, click the File Print option.

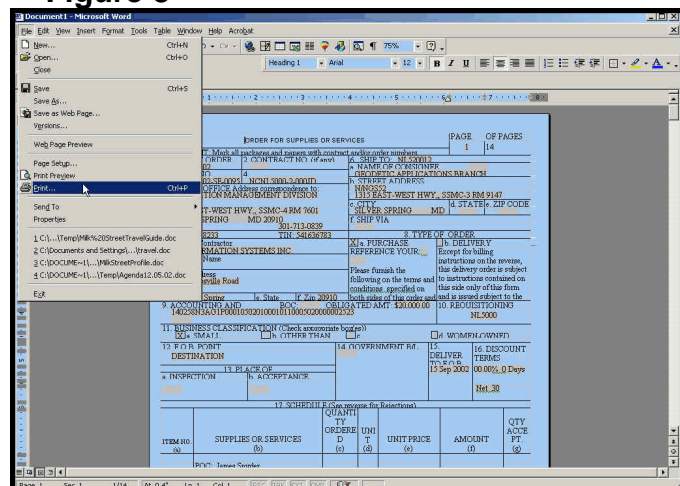


Figure 7

7. Choose the Acrobat PDFwriter

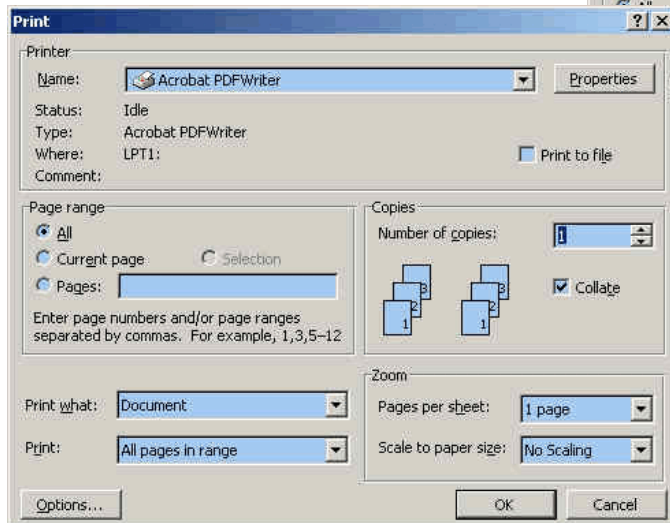


Figure 10

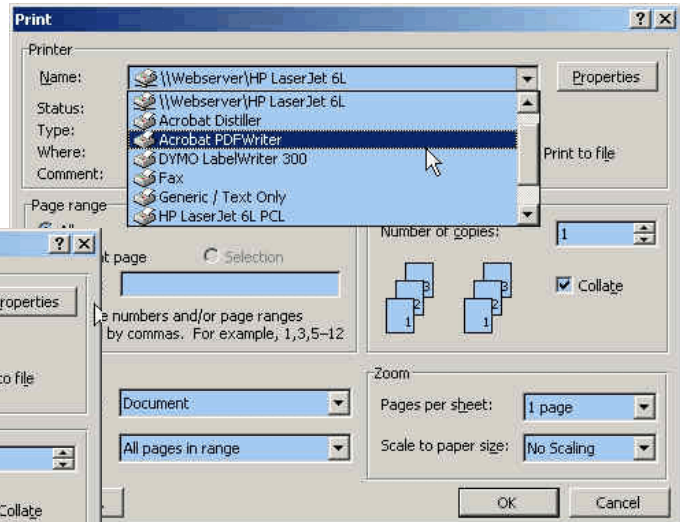


Figure 9

8. The Save PDF File As window will appear, name your file, ensure that the directory is where you want the file to save, and Click Save button.

Now you can email this file as an attachment.

